APPENDIX VI.

Articles as per annual indent form and supplied on a fixed scale at stated periods.

Item.	Description.	Scale and remarks.
4	Blotting Paper, Ordinary	12 sheets per clerk and 12 to 24 sheets for Gazetted officers and Principal Assistants, per year.
5	Blotting Paper, Superior	For the High Court Judges and for Government House.
17	D. O. Letter Paper, single, 9″×7″, embossed "Government of Bombay."	These are meant for D. O. and confidential correspondence and Heads of offices and a few other officers can use them for such purpose *vide* Government Resolution, General Department, No. 1185, dated 14th August 1930. The scale of Envelopes is 50 of Foolscap and 100 of Note size per annum. For details see Chapter XIII.
19	D. O. Note Paper, single, 7″×4½″ embossed "Government of Bombay."	
23	D. O. Envelopes, Foolscap size, 9½″×4½″ end opening.	
24	D. O. Envelopes, Note size, 4¾″ × 3¾″ side opening.	
54	Paste, liquid, in 5 ozs. bottles with tops and brushes.	For use of Heads of Offices and Principal Assistants. The scale is 4 bottles per head per annum.
54A	Paste, liquid, in 16 ozs. large bottles without tops and brushes.	The supply in large bottles is introduced as a measure for economy, their contents being poured in 5 oz. small bottles when available.
54B	Paste, liquid, in 20 ozs. large bottles without tops and brushes.	
58	Ink, liquid, concentrated, blue black, superior, in 4 ozs. glass bottles, sufficient to produce 24 ozs. good ink.	For Officers' use only. The supply in small bottles saves transit and packing charges. Three bottles are sufficient for one officer every year.
59	Ink, Blue, Black, liquid, Indelible, in 25 ozs. bottles.	For writing cheques and R. T. Rs. only, *vide* Government Resolution, Finance Department, No. 1297, dated 17th July 1922.
60	Ink Powder, Blue Black, in paper packets each to produce 24 ozs. good liquid ink.	For clerical and other ordinary use. 4 packets are sufficient for a clerk per annum. Supply of powder in packets saves a lot on packing and transit charges.
61	Ink, Red, in crystals (Fuchsine), in tins of ¼, ½ and 1 oz. each.	For clerical use. One tin of ¼ oz. produces 24 ozs. good liquid ink.
62	Ink, Superior, Blue Black, liquid, in 28 ozs. bottles.	This is a substitute for Stephen's foreign ink and is used by the Judicial Department for writing judgments, and for writing registers of the Registration Department (Government Memorandum, Revenue Department, No. 3508/33/2236-E, dated 4th April 1939). 3 bottles are sufficient for an office per year.
63	Ink, Blue Black, liquid, for use with fountain pens, in 4 ozs. bottles.	For use of officers who use their private pens. Four bottles per year are sufficient for an officer.
66	Needles, small, 2½″ long.	For stitching papers, etc., and for sewing small parcels respectively, and are supplied to the extent of the average consumption.
67	Needles, large, 3½″ long (Dabhans).	

Item.	Description.	Scale and remarks.
68	Nibs, Steel, Fireman.	The scale laid down is 50 Nibs of either kind per annum for each clerk and officer. The Revenue offices in the District of Kolaba are supplied from 50 to 72 nibs per head *vide* Government Resolution, General Department, No. 3759/28, dated 29th November 1929. Since Heads of offices and Principal Assistants are using fountain pens, no demand should be made in the indent on their account, as far as possible.
69	Nibs, Steel, Latem.	
70	Nibs, Steel, Haldankar's (Maharashtra) similar to Relief.	
71	Nibs, Steel, Hindu (Nawab) for vernacular writing.	
73	Nibs, Steel, J. Gilt.	
74	Nibs, Steel, No. 027 Broad point.	
76	Nibs, Steel Rani pens (Malvan Pens) similar to Relief.	
77	Nibs, Steel, Irresistible No. 1405, (Substitute for Relief).	
78	Nibs, Steel, Waverly, small.	
79	Nibs, Steel, No. 9 Correspondence, pointed.	
80	Nibs, Steel, No. 10 Correspondence, medium.	
81	Nibs, Steel, No. 11 Correspondence, broad.	
84	Pencils, Black lead, Soft ..	The scale allowed is 4 pencils per annum per head of either kind.
85	Pencils Black lead, Middling ..	
86	Pencils, Black lead, Hard ..	
87	Pencils, coloured, blue, hexagonal	Only 4 pencils are allowed per annum for the use of officers and accountants.
88	Pencils, Copying (Indelible) ..	These are allowed to the extent of the actual consumption for preparing duplicate or triplicate carbon copies of bills, receipts, passes, etc.
89	Pencils, coloured, green, hexagonal	These are mainly for Audit purposes and 4 pencils are allowed per auditor per annum.
90	Pencils, coloured, Red, hexagonal .	4 pencils only per annum for the use of officers and accountants.
91	Pencils for Shorthand Writers (Stenographers).	1 Dozen pencils are sufficient for a stenographer for a year working 4 hours a day continuously.
92	Pencils, Slate ..	For school purposes and are issued to the extent of the actual requirements.
93	Penholders, Ordinary, for clerks ..	The scale laid down is 2 holders per head per annum.
94	Penholders, Superior, for officers.	4 holders are allowed for Revenue Establishments only as per Government Resolution, General Department, No. 1538, dated 2nd March 1926.
95	Pens, Reed, 7″ long ..	For vernacular writing only when required.
99	Pins, Drawing, Brass, large, $\frac{3}{4}$″ diameter.	For drawing purposes and for fixing papers, notices, etc., on boards.
100	Pins, Drawing, Brass, small, $\frac{1}{2}$″ diameter.	
105	Silk Cord bundles	For Judicial Departments only, for binding documents and briefs, etc.
117	Taper Wax, Red, in sticks ..	For personal use of officer when on tour, at 3 sticks per year.

Item.	Description.	Scale and remarks.
118	Mulmul, Pieces, 18″×18″, for cleaning typewriters.	3 Pieces for one machine per year.
119	Erasers for typewriter use	1 Eraser per machine per year.
120	Oil for typewriter use, in 1 oz. bottle.	1 Bottle per machine per year.
125	Ribbons, Black record for Standard Remington.	Ribbons in only black record colour are supplied. The length of a ribbon for standard typewriter is 12 yard and that of a portable one is 6 yard. Six to eight ribbons are quite sufficient for one typewriter every year, where the machine is continuously used during the day. Where the work is small, the demand should be made to the extent of the actual requirements. *These are of German make and only a couple of typewriters of each make might be in use. Ribbons for Standard Remingtons can be used for them when rolled on the existing spools.
126	Ribbons, Black record for Portable Remington.	
127	Ribbons, Black record for Standard Royal.	
128	Ribbons, Black record for Portable Royal.	
129	Ribbons, Black record for Standard Imperial.	
130	Ribbons, Black record for Portable Imperial (Regent).	
131	Ribbons, Black record for Standard Oliver.	
134	Ribbons, Black record for Portable Corona.	
135	Ribbons, Black record for Standard Underwood.	
135A	Ribbons, Black record for Portable Underwood.	
136	Ribbons, Black record for Standard Woodstock.	
*137	Ribbons, Black record for Standard Olympia (A. E. G.)	
*137A	Ribbons, Black record for Portable Bijou.	
*137B	Ribbons, Black record for Standard Ideal.	
*137C	Ribbons, Black record for Standard Mercedes.	
140	Developine, in 1 oz. bottles ..	For the use of flat and rotary duplicators. One bottle is enough for use during one year.
141	Ink, Black, for Rotary Duplicators in 8 ozs. tins or tubes.	The consumption depends on the amount of work turned out and the demand should be made to the extent of the actual requirements.
142	Ink, Black, for Flat Duplicators in 7 ozs. tins or tubes.	
143	Obliterine, in 1 oz. bottles, for use of duplicators.	One bottle is enough for a machine during one year.
157	Silk Sheets, Foolscap, 13½″×8½″ for use with Stencils.	2 Sheets are enough for use during one year.
158	Tissue Books for drying copies ..	The demand should be made to the extent of actual requirements.
159	Varnish for Stencils in 1 oz. bottle.	Only 1 bottle is sufficient.
160	Ink, Facsimile, in 6 ozs. bottles ..	This is used for taking copies in books on copying machines. The demand should show the actual requirements.
163	Correcting Fluid, in 1 oz. bottles ..	For use with Gestetner's Rotary duplicators. Two bottles of each are sufficient.
164	Durolene in 1 oz. bottles.	
165	Ink Tubes (Black) in 1 lb. or 8 ozs. capacity for use with Gestetner's Rotary Duplicator.	The consumption depends on the amount of work and the demand should be made to the extent of actual requirements.
175	Daters, Perpetual (Rubber)	1 No. for an office use.